

Section 1

Processing SF-52s

Proponent: West CPOC

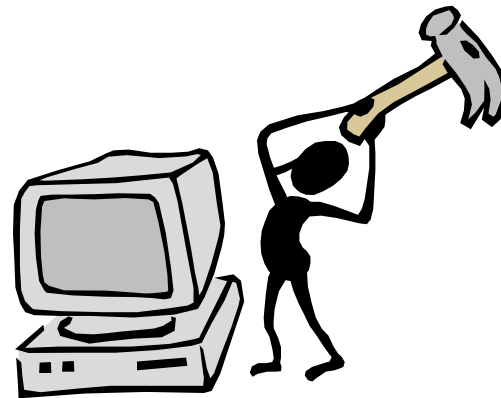
Sub-
Section
N/A

Topic

PERSACT Actions

Remarks

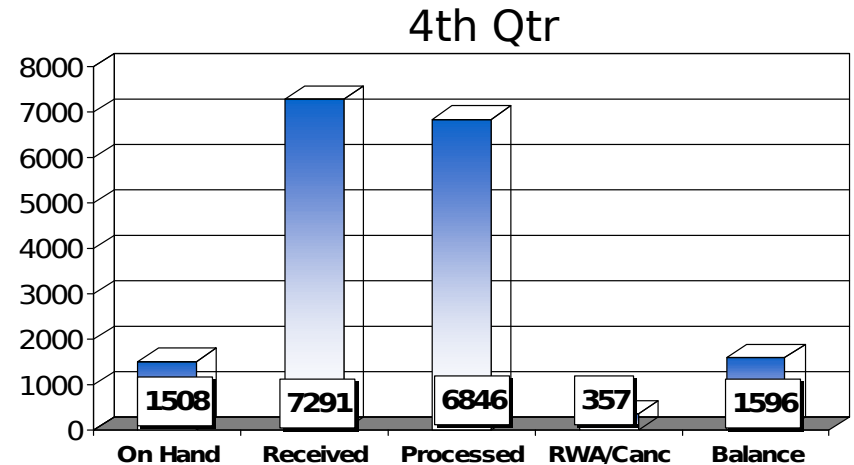
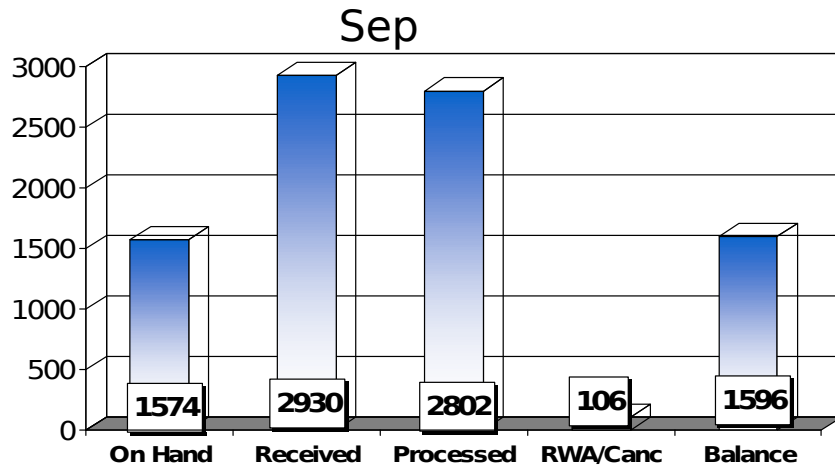
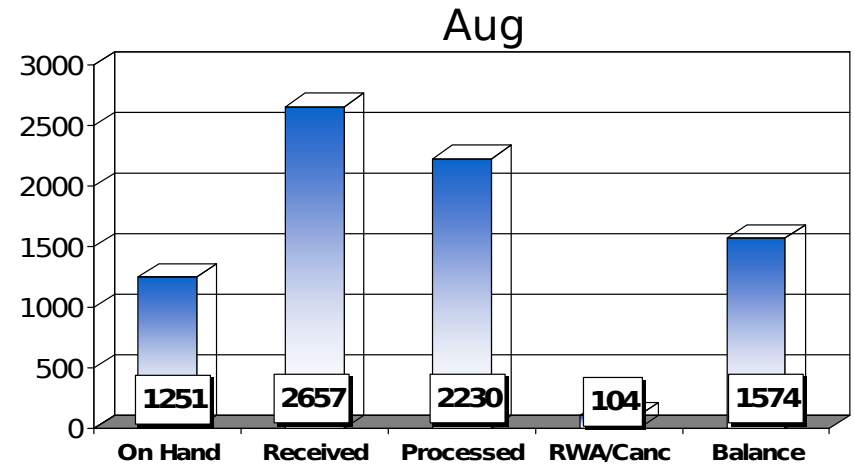
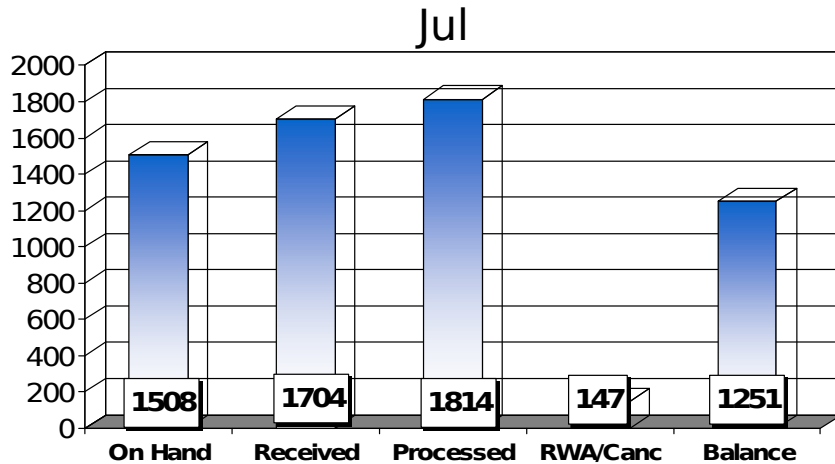
Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.



TOPIC: PERSACT Actions - All Serviced

4TH QTR-FY99

PROPONENT: WCPOC

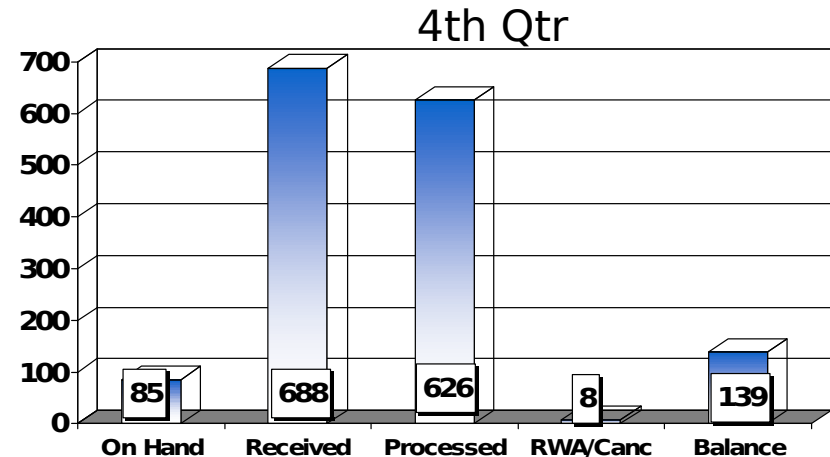
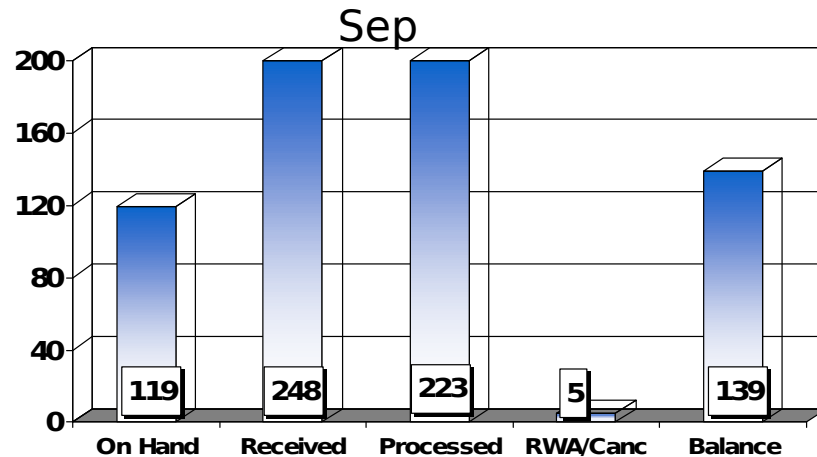
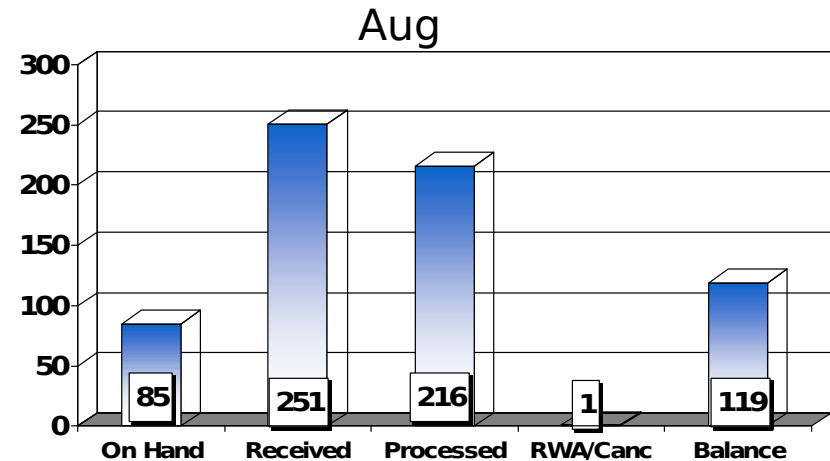
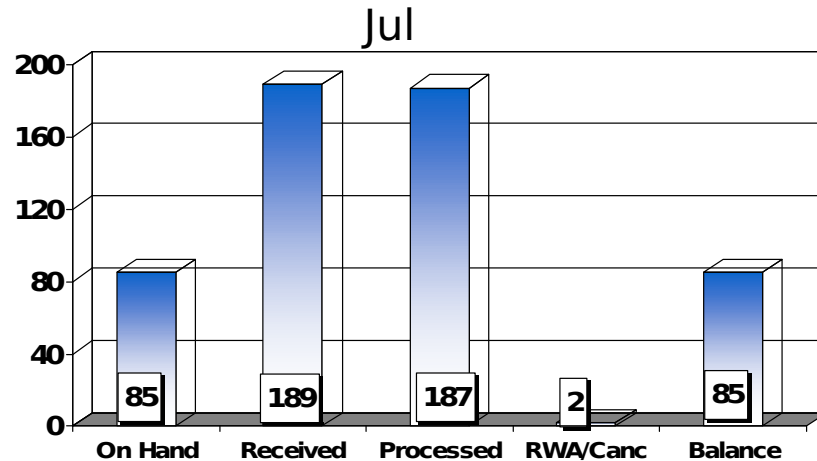


ANALYSIS: Balances on hand at the end of each month increased which is to be expected as serviced population continued to increase. COE, South Pacific Division transitioned on 4 Jul 99, and full Operating Capability (FOC) was reached on 1 Aug 99, with the transition of COE, Portland. Approximately 300 of the final balance are realignment actions which will be processed in October.

TOPIC: PERSACT Actions - Tooele Army Depot

4TH QTR-FY99

PROPONENT: WCPOC



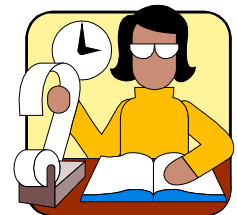
ANALYSIS: Volume is stabilizing for this activity. The higher balance on hand at the end of the quarter is primarily due to some realignment actions which will be processed in early October.

SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.



TOPIC: Classification Actions Processed - All Serviced

4TH QTR-FY99

PROPONENT WCPOC-

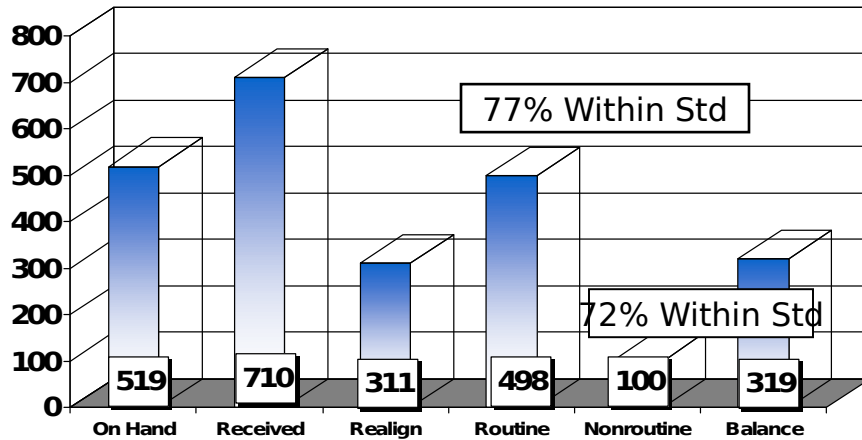
STANDARD:

Routine, 4 Days from Date Received in CD
Non-Routine, 30 Days from Date Received in CD

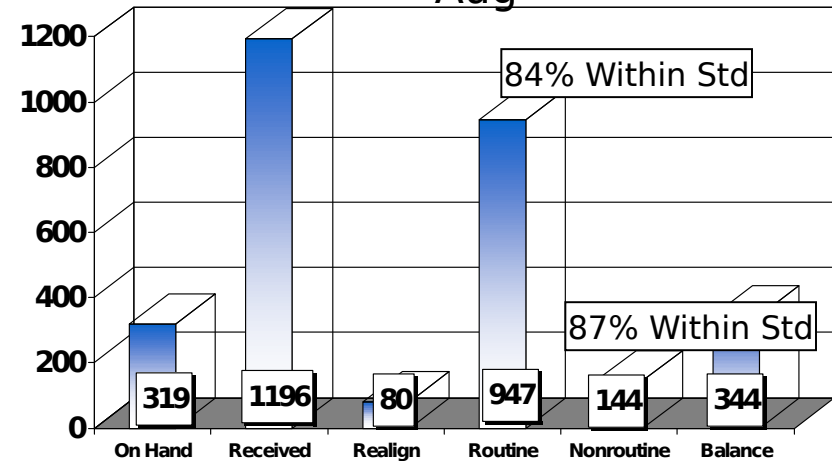
ASSESSMENT:

Routine: Amber
Non-Routine: Am

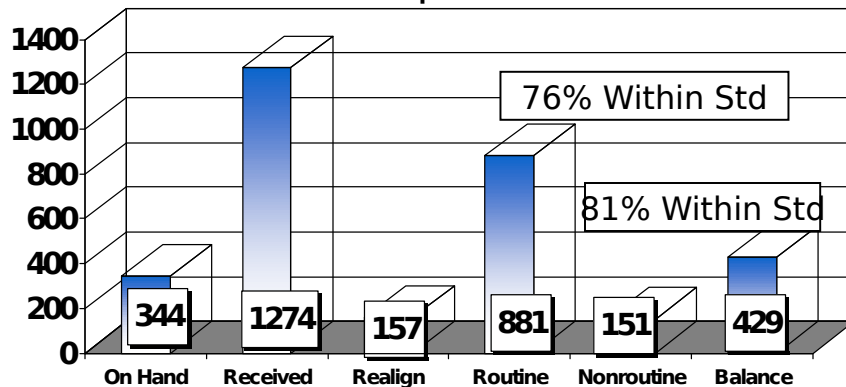
Jul



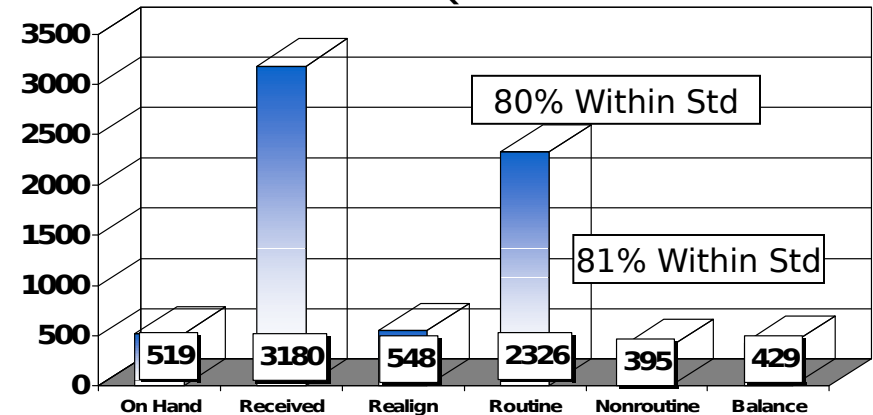
Aug



Sep



4th Qtr



ANALYSIS:

Volume has continued to increase with the WCPOC reaching full operating capability during this quarter. Non-routine actions in standard declined from 85% the previous quarter while volume increased by 12%. In standard production for routine actions improved slightly over the previous quarter even with a 49% increase in volume. In the next FY a more systematic review of "at risk" actions will be conducted daily to assure



TOPIC:

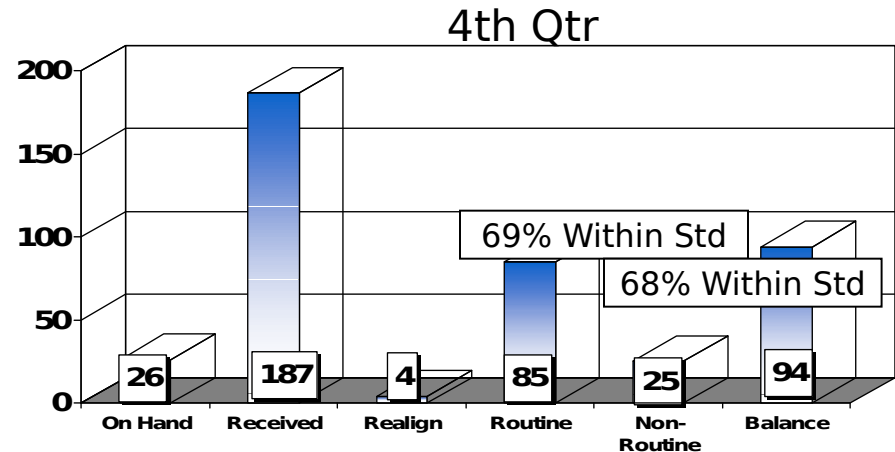
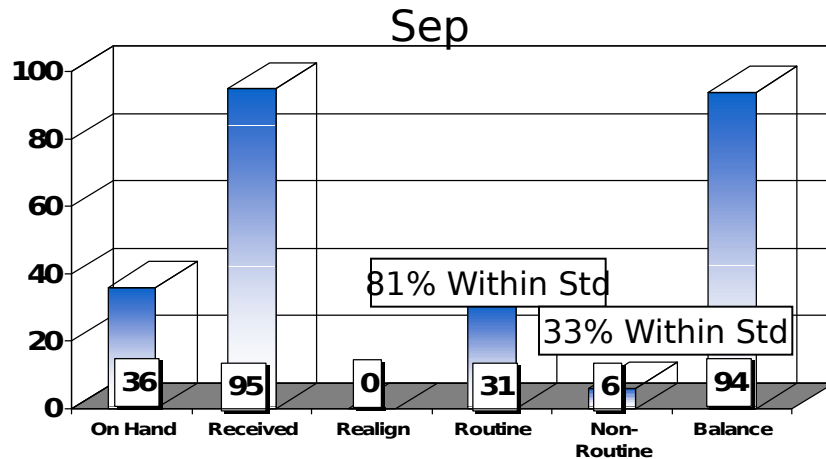
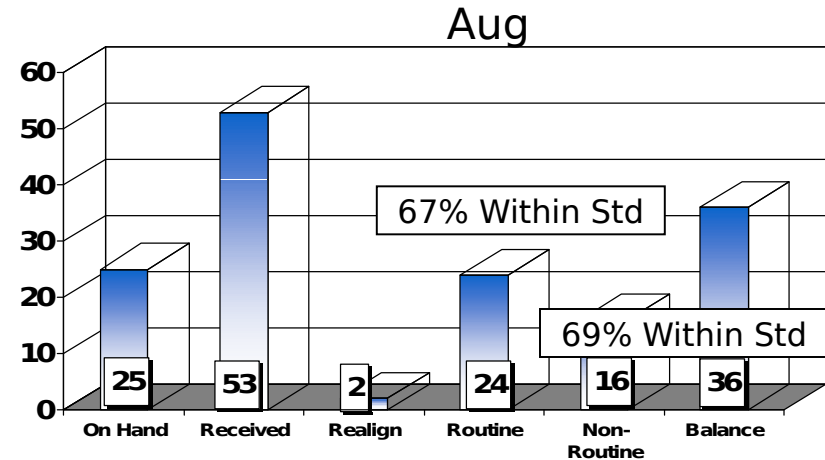
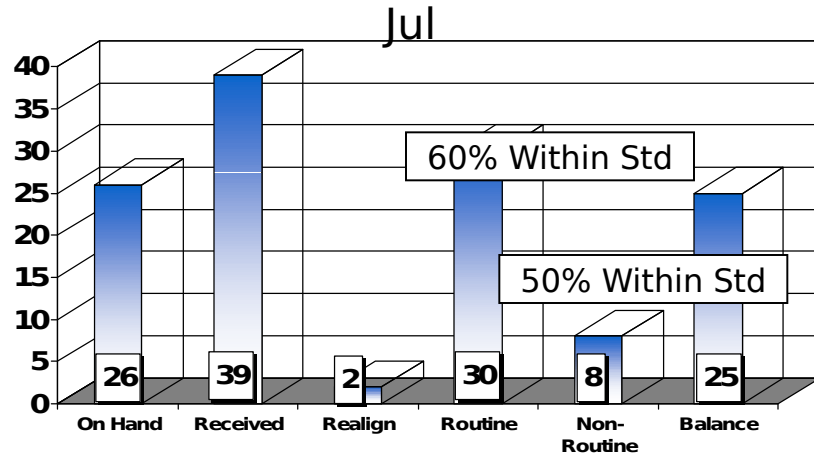
Classification Actions Processed - Tooele Army Depot 4TH QTR-FY99

PROPOSER/STANDARD:

WCP- Routine, 4 Days from Date Received in CD

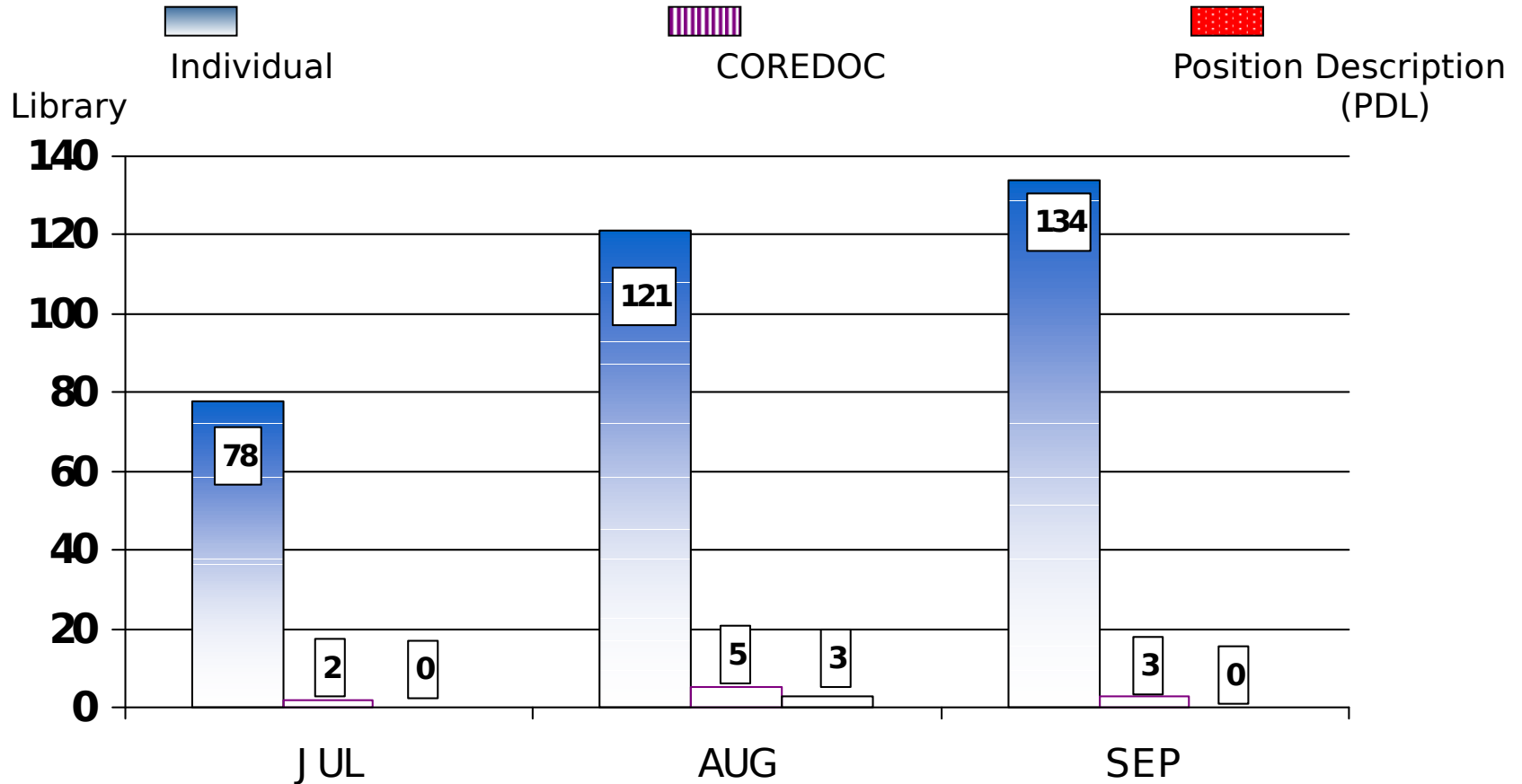
STANDARD: Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine: Red
Non-Routine: Red



ANALYSIS:

Volume remained constant for both routine and non-routine actions, and in standard performance stayed in "red" for both types of actions. The high balance at the end of the quarter is due to realignment actions which will be processed in October. A more systematic approach to production management is being employed next FY to improve performance for more timely processing of actions.

TOPIC:**New Position Descriptions****4TH QTR-FY99****PROPOSER: WCPOC-
CD**

ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (9% increase over the previous quarter).

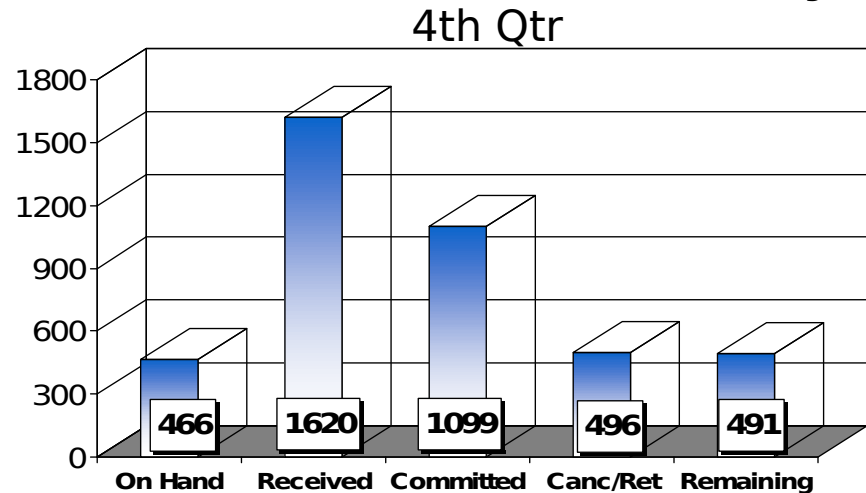
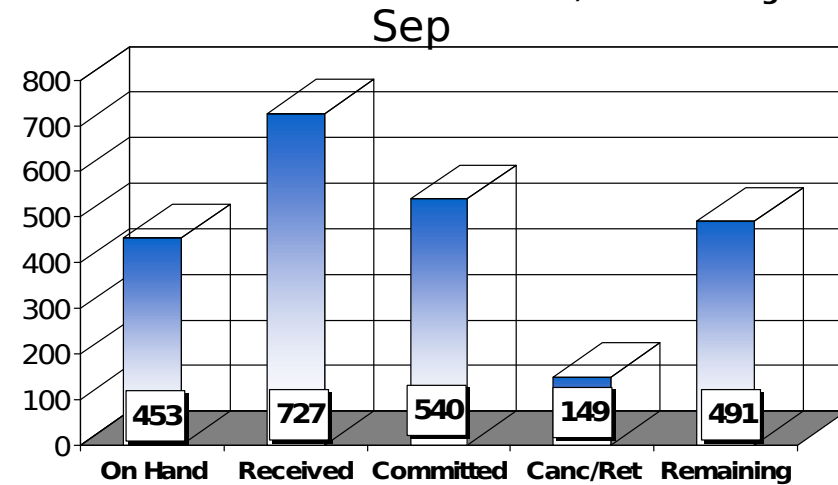
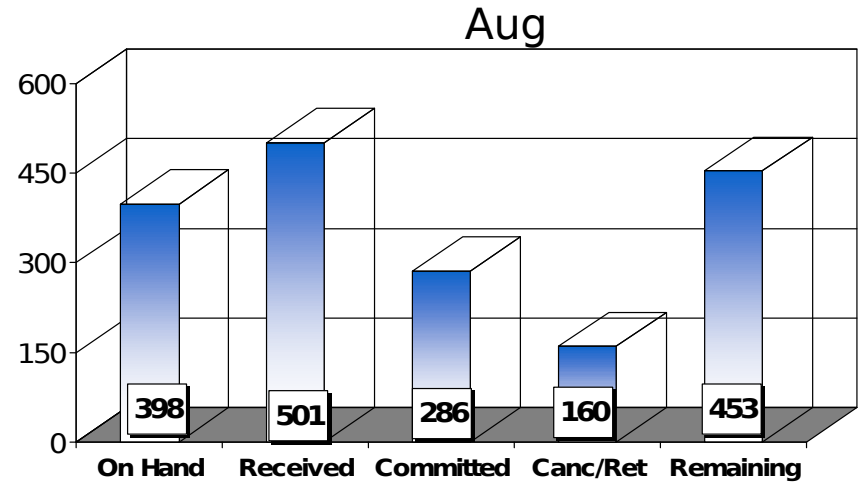
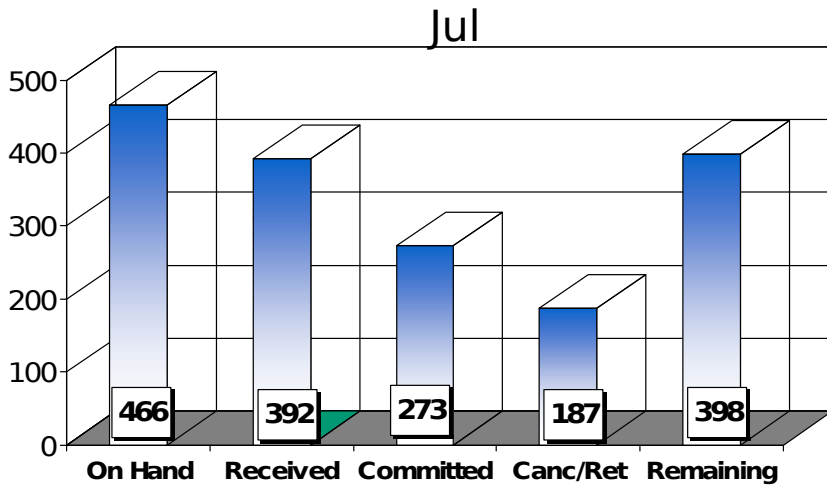
SECTION 3
Filling Jobs
Proponent: WCPOC, Staffing Services Division

<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	It illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	It illustrates management feedback on the Resumix process.

TOPIC: Recruitment Activity - Jobs Filled - All Served

4TH QTR-
FY99

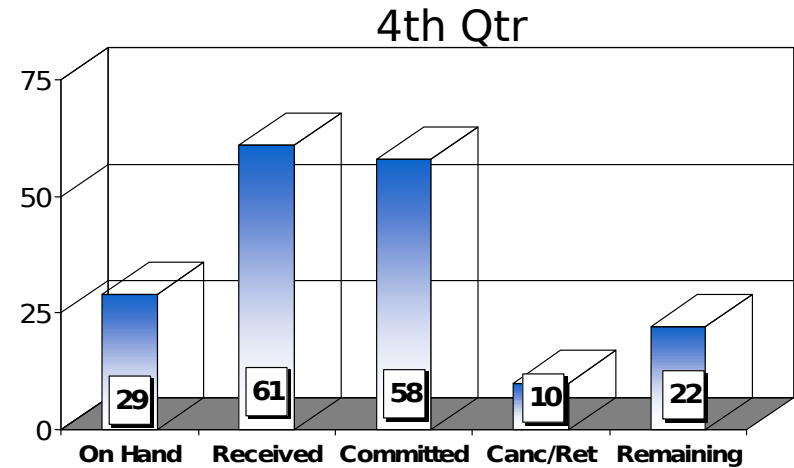
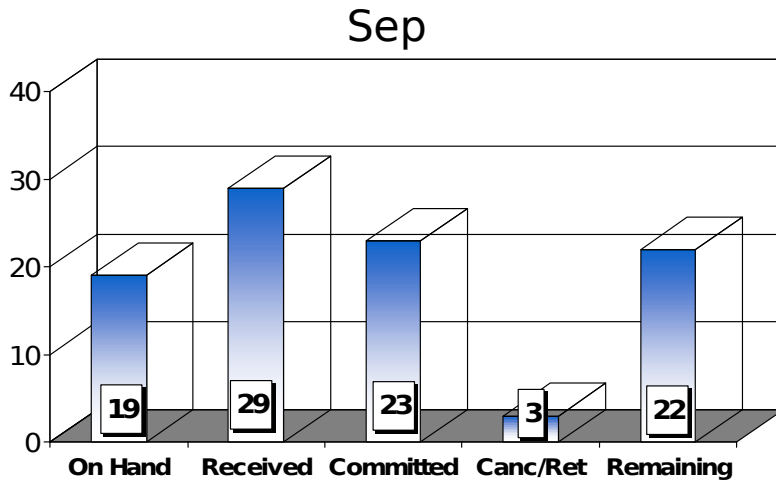
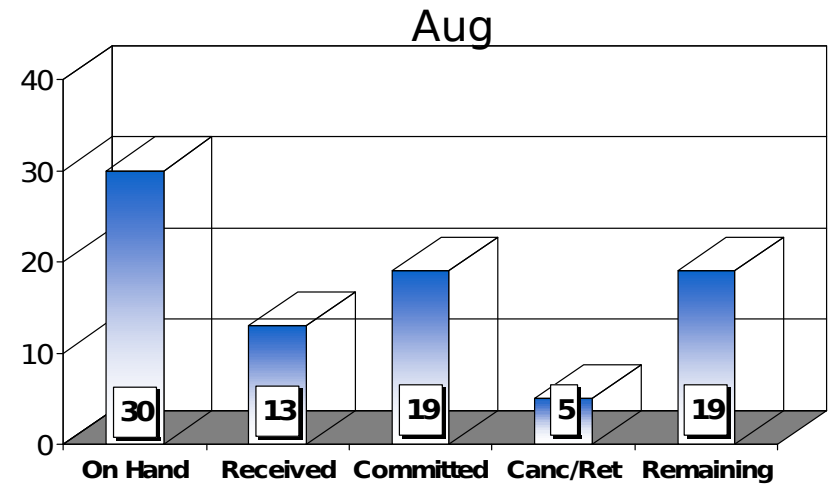
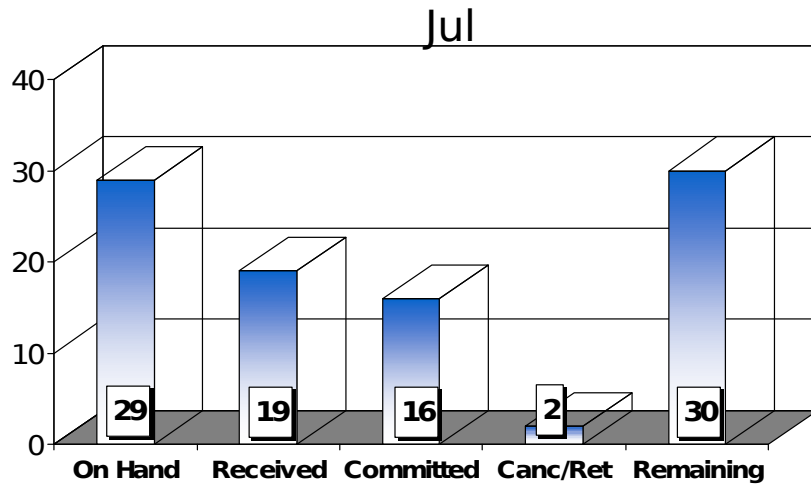
PROPONENT: WCPOC - SSD



ANALYSIS:

During the quarter 1099 positions were committed - 687 through competitive procedures, 59 through PPP and 353 through other non-competitive sources. This represents an increase of almost 33% from last quarter. Of the 491 actions remaining at the end of the quarter, 275 have referrals issued, 35 have PPP issues working and 181 are pending referral.

TOPIC: Recruitment Activity - Jobs Filled - Tooele Army Depot 4TH QTR-
PROPONENT: WCPOC - SSD **FY99**



ANALYSIS:

Fifty-eight actions were committed this quarter - 51 through competitive procedures, 1 through PPP and 6 through non-competitive procedures. Of the 22 remaining actions, 15 have referrals issued, 3 have PPP issues working and 4 are pending referral.



TOPIC: Referral Lists Issued - All Serviced

4TH QTR-

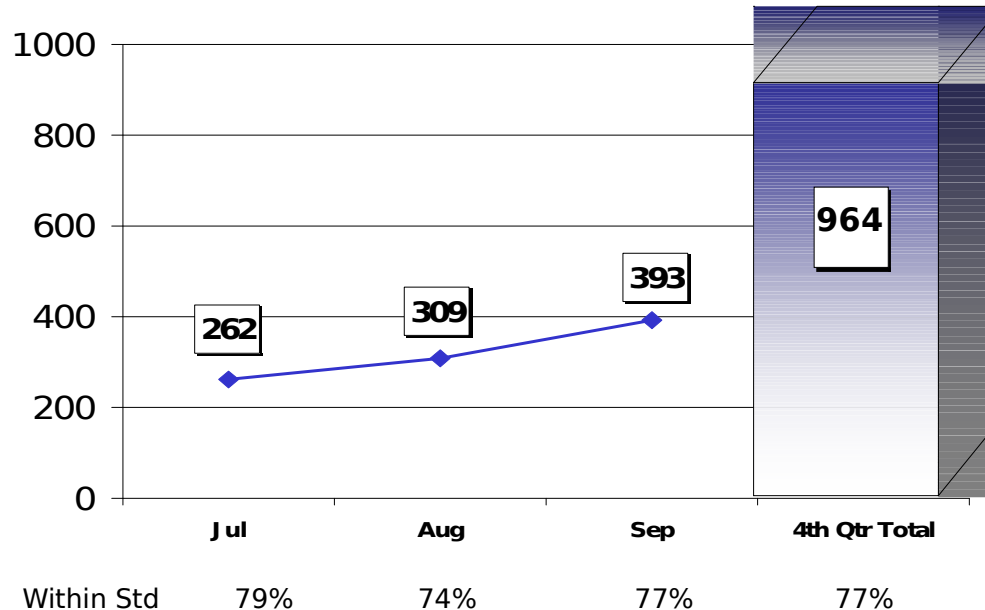
FY99

PROPONENT: WCPOC - SSD

STANDARD: Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD

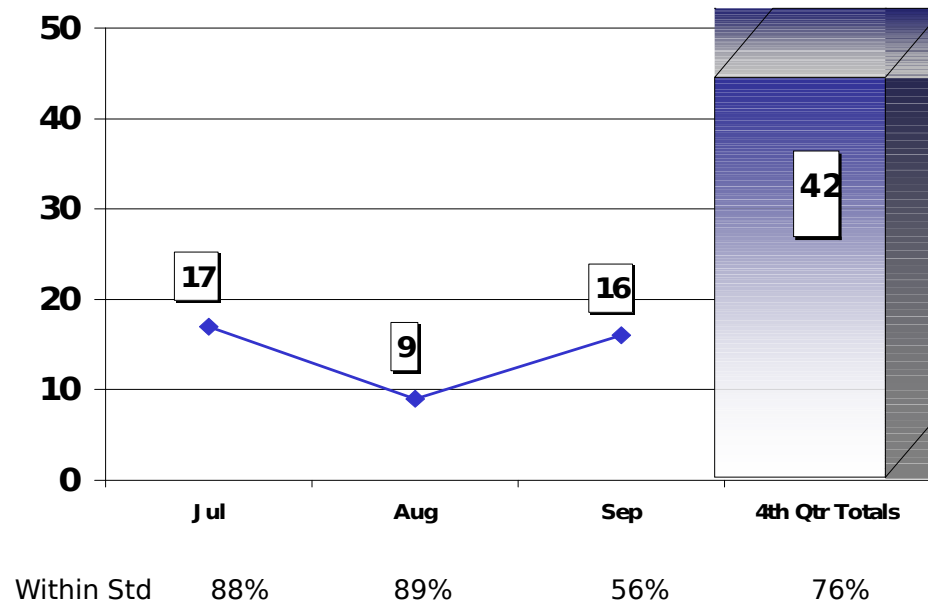
ASSESSMENT: Amber

Number of Referrals Issued



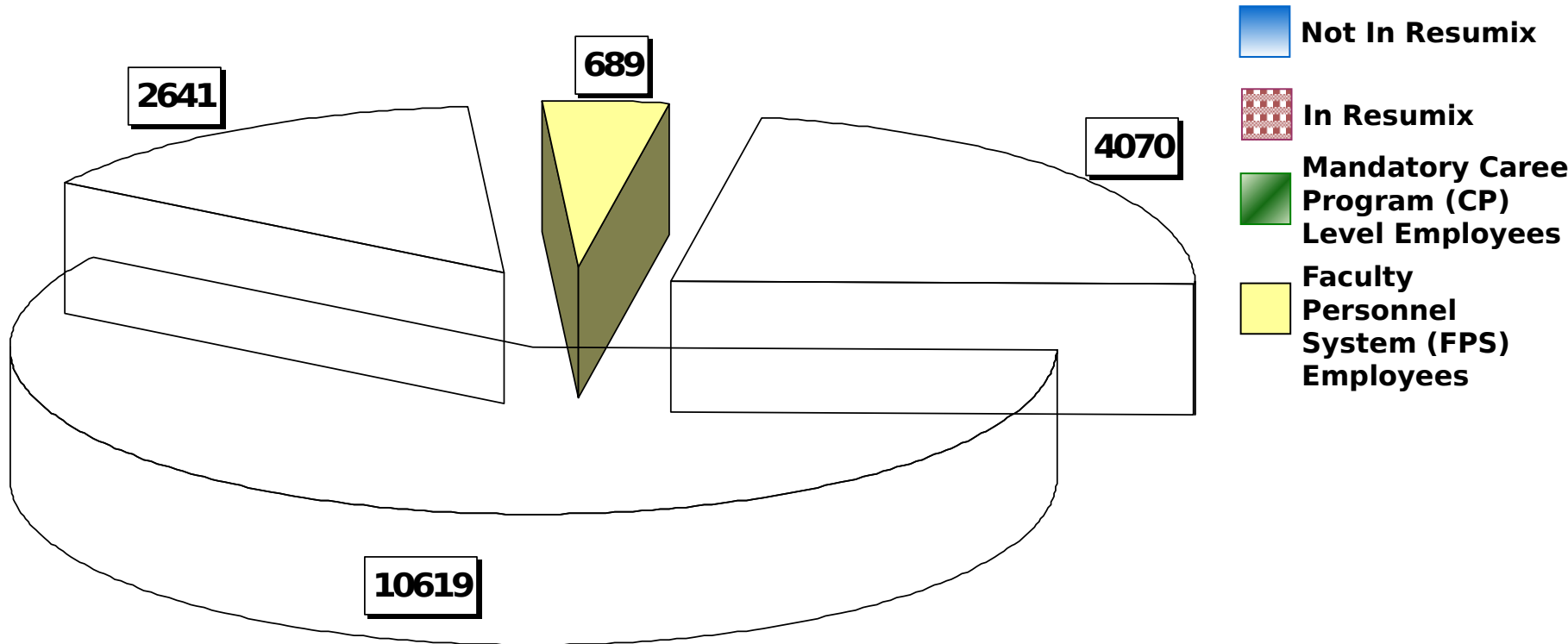
ANALYSIS: Referral timeliness remains constant at 77% when compared to last quarter's performance. Even though the number of referrals issued each month increased throughout the quarter, the percentage issued in standard remained constant. Continued emphasis will be placed on issuing quality and timely referral lists.



TOPIC:**Referral Lists Issued - Tooele Army Depot****4TH QTR-****FY99****PROPONENT: WCPOC - SSD****STANDARD:** Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD**ASSESSMENT: Amber****Number of Referrals Issued**

ANALYSIS: Referral timeliness decreased from 98% last quarter to 76% this quarter. The drop in referrals issued in standard in September is due in part to lack of candidates for 4 actions. Increased emphasis on production management and available applicant pool should reverse this trend.



TOPIC:**Internal Resumes in Resumix Database - All Served****4TH QTR-
FY99****PROPONENT: WCPOC - SSD**

Total Population: 18,019

in Resumix (excludes mandatory CP level and FPS employees): 4,070 (28%)



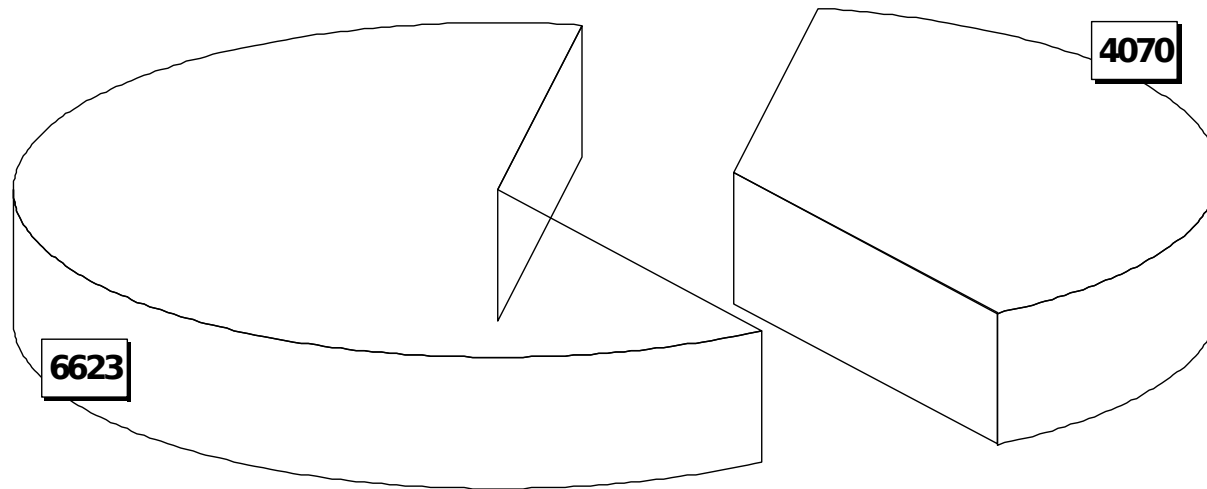
ANALYSIS: Twenty-eight percent of the current serviced population has submitted resumes to the Resumix database, an improvement over the 25% reflected last quarter. Additional Resumix coaches' training, as well as expanded outreach efforts, are planned by several of the CPACs during the first quarter FY00. This is expected to ensure the continued positive upward trend of Resumix applications in the database.

TOPIC:**Total Resumes in Resumix Database - All Serviced****4TH QTR-
FY99****PROPONENT: WCPOC - SSD**

External Applicants



Internal Applicants

**Total Applicants in Resumix : 12,854****ANALYSIS:**

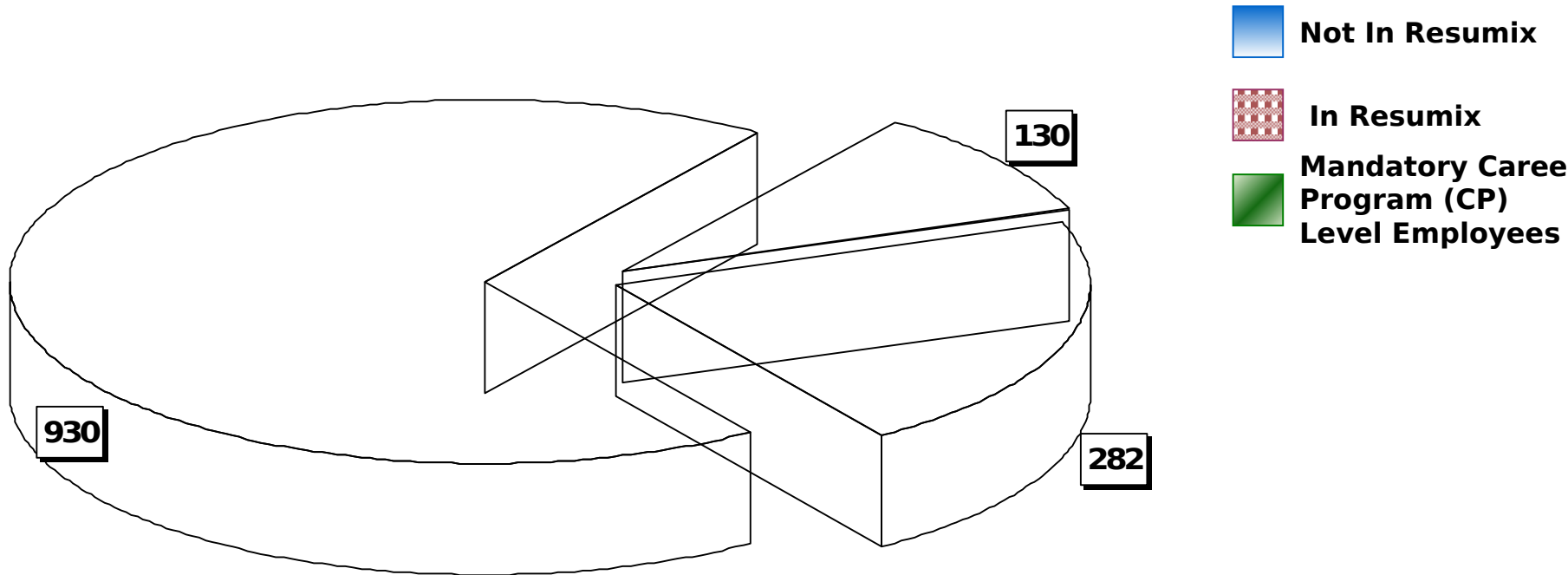
The total number of resumes in the database increased by 3,484 resumes from last quarter. This increase is significant considering that all external resumes over 6 months old were purged from the system this quarter. The purging of the external applicants was accomplished to keep the database current. The increase is also attributed to the addition of our last two CPAC's, COE, Portland and COE, South Pacific Division, as well as continued applicant response from our web site and USA JOBS.



TOPIC:

Internal Resumes in Resumix Database - Tooele Army Depot 4TH QTR-
FY99

PROPONENT: WCPOC - SSD



Total Population: 1342

in Resumix (excludes mandatory CP level and FPS employees): 282 (23%)

ANALYSIS: Twenty-three percent of the current population has submitted resumes to the Resumix database, a significant improvement over last quarter's 16%. Resumix coaches' training is planned for 1st quarter FY00. This is expected to increase employee applications in Resumix.

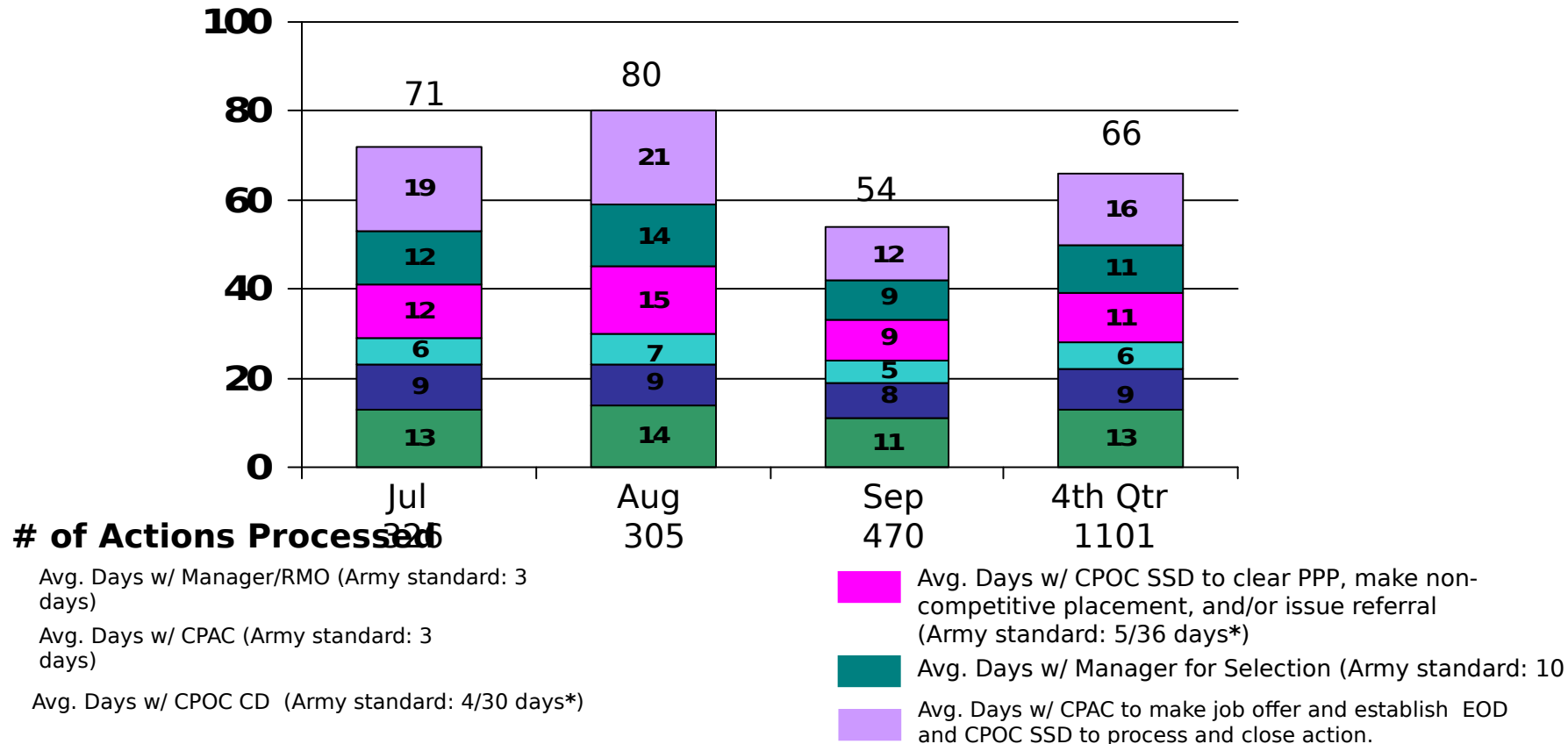


TOPIC: Avg Processing Time - Recruitment Actions - All Serviced (From Initiation to Closure)

4TH QTR-
FY99

PROPONENT: West Region Partners

Army Average 99 Days 105 Days 99 Days



ANALYSIS:

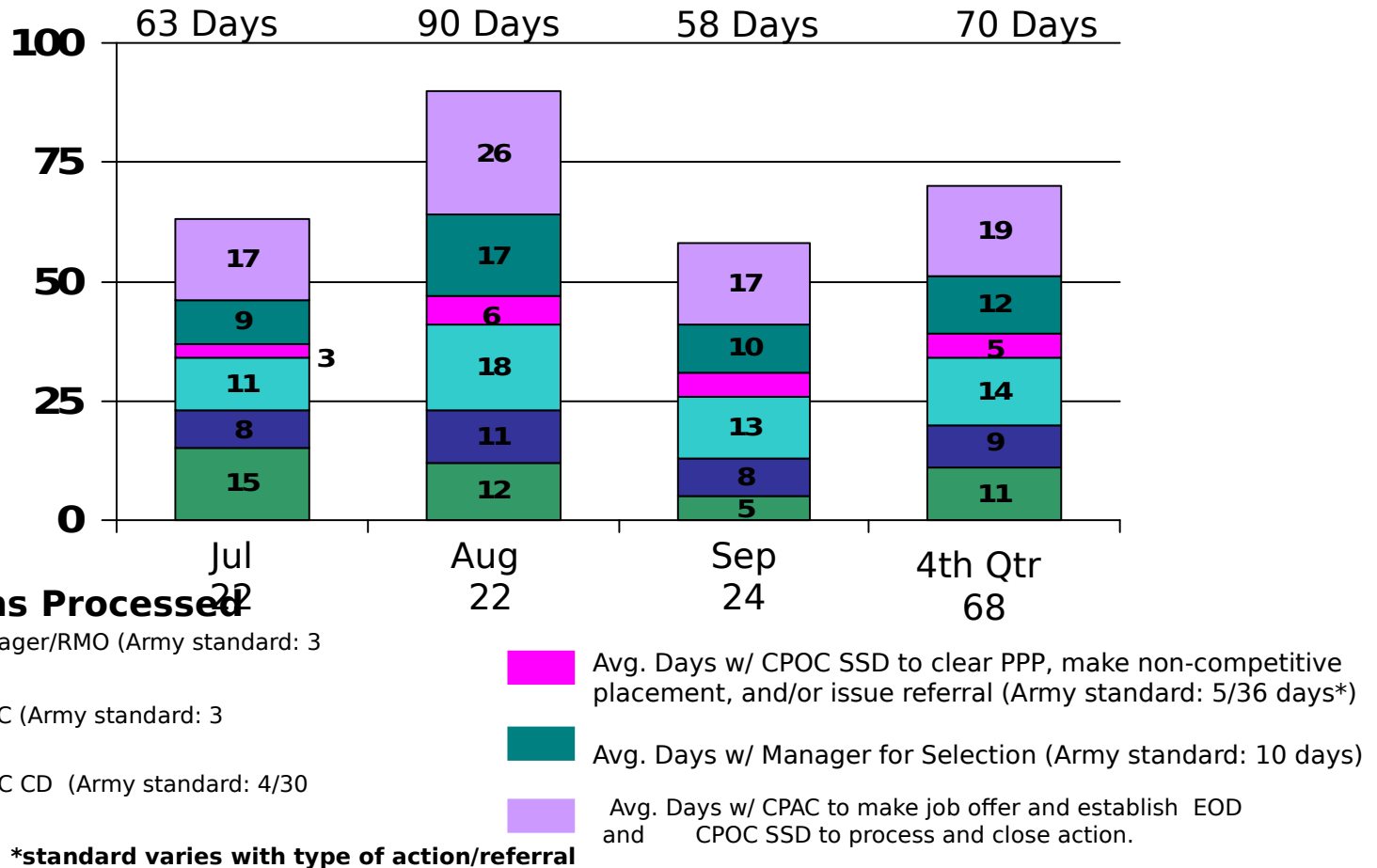
During the quarter 1101 recruitment actions were processed, up 47% from last quarter. The average time to process actions from initiation to closure improved to 66 days (80 days last quarter). West Region compares favorably with overall DA performance; fill time in July, August, and September respectively was 28%, 24%, and 45% below that of the overall Army fill time. When compared to the Army average, our fill time is excellent, but there is still room for improvement by Region partners in various components of the fill time continuum. Efforts will continue to improve both the quality of the process and the timeliness of filling positions.



TOPIC: Avg Processing Time - Recruitment Actions - Tooele Army Depot (From Initiation to Closure)

**4TH QTR-
FY99**

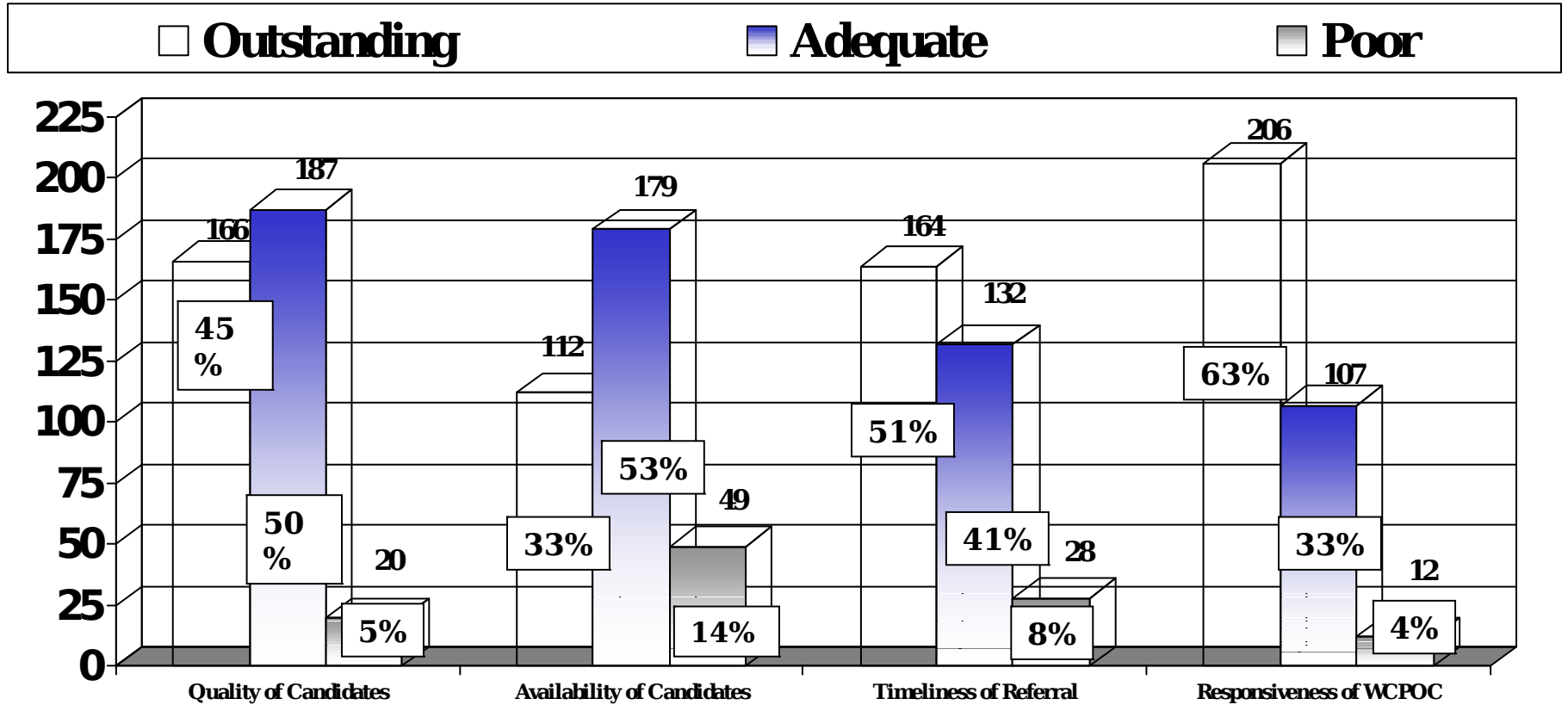
PROPONENT: West Region Partners



ANALYSIS: Sixty-eight actions were closed this quarter, up from 17 last quarter, in an average of 70 days each from initiation by the manager to closure. Efforts by all partners must continue to improve the overall timeliness of filling positions.



TOPIC:	Management Feedback on Resumix Referrals -	THRU END OF 4TH QTR- FY99
PROPONENT:	WCPOC - S&D Serviced	



TOTAL Resumix REFERRAL LISTS ISSUED = 2491* TOTAL # FEEDBACK FORMS RETURNED = 551

*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.



SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



TOPIC: Non-Recruitment Actions Processed - All Serviced

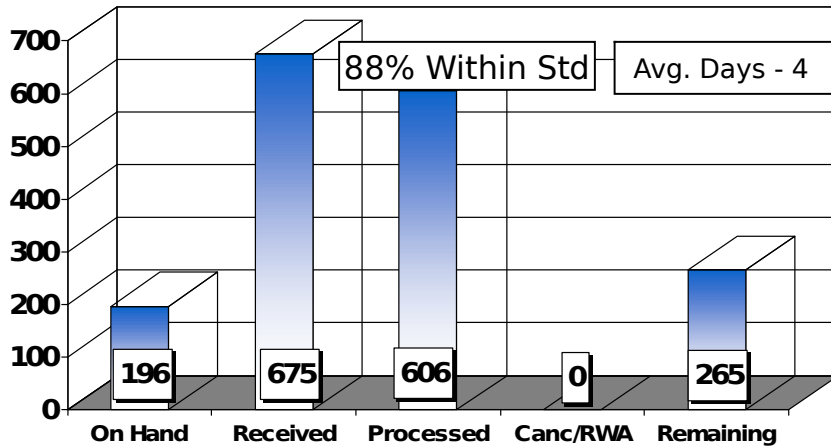
PROPOSER: WCPOC - SSD

STANDARD: 5 Calendar Days Avg. from Date Rec'd in SSD

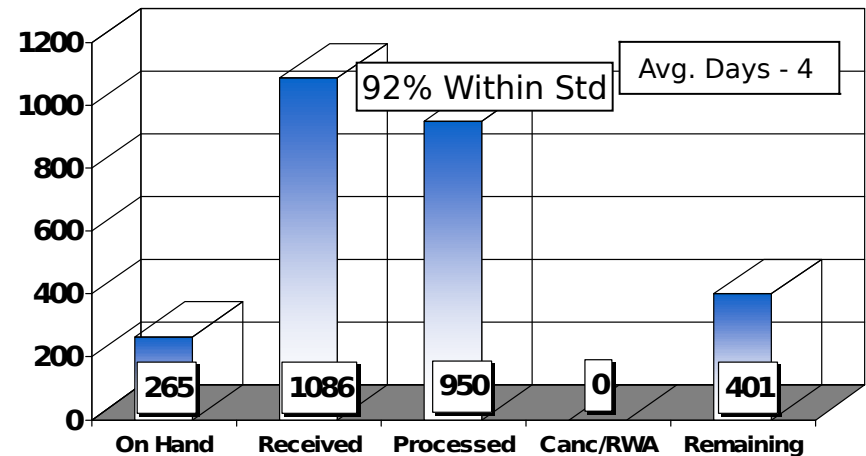
4TH QTR-FY99

ASSESSMENT: Green

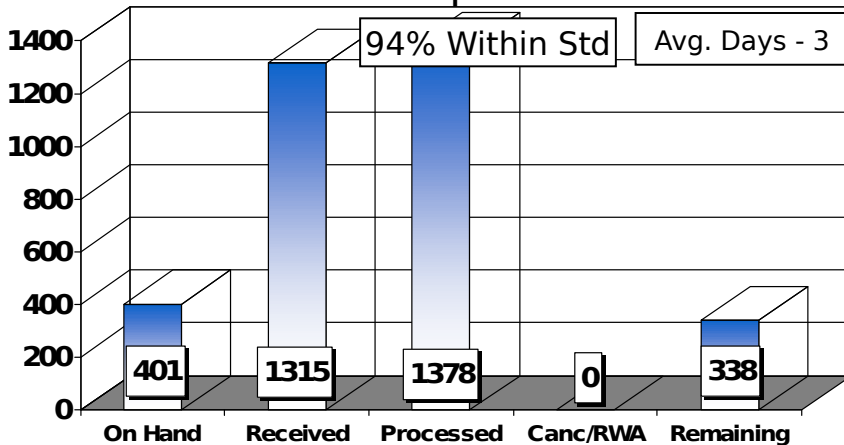
Jul



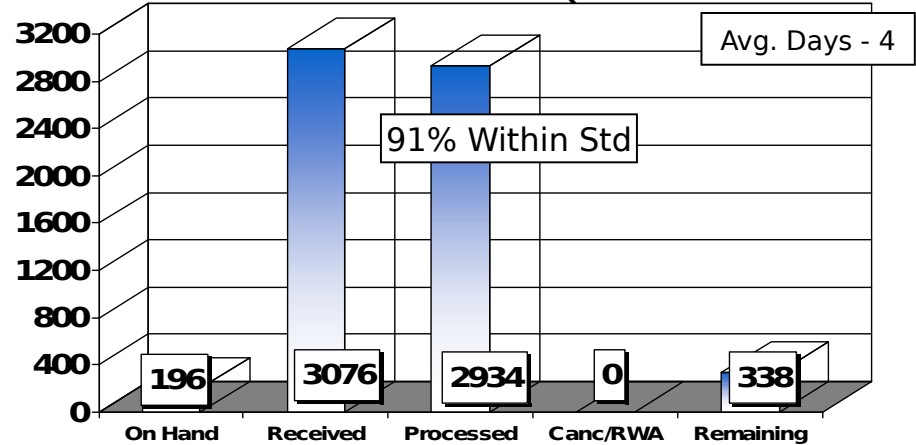
Aug



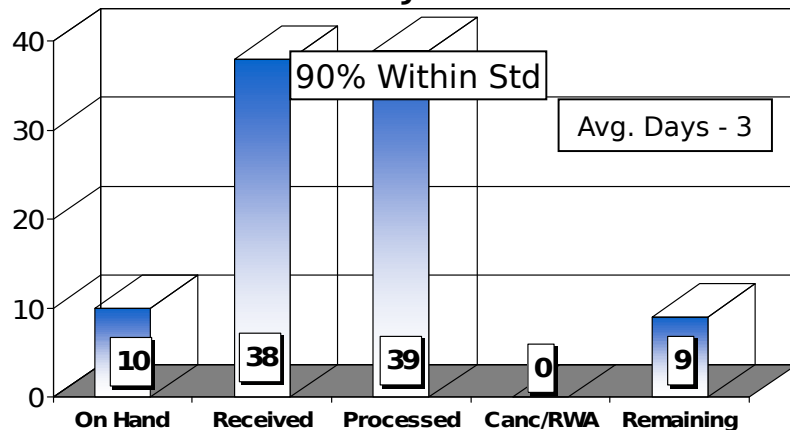
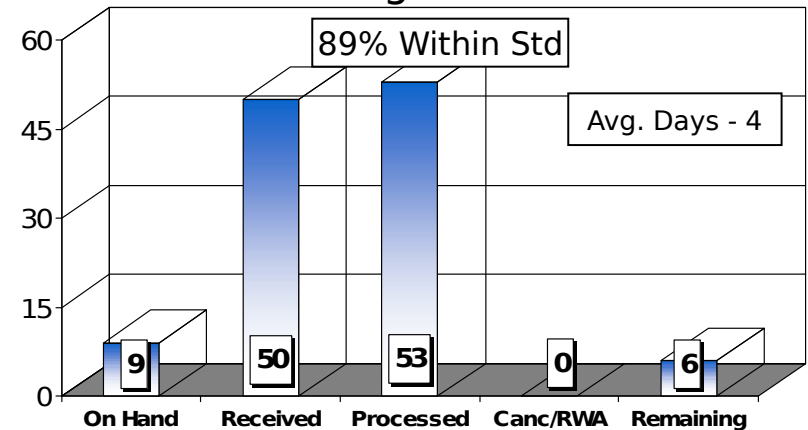
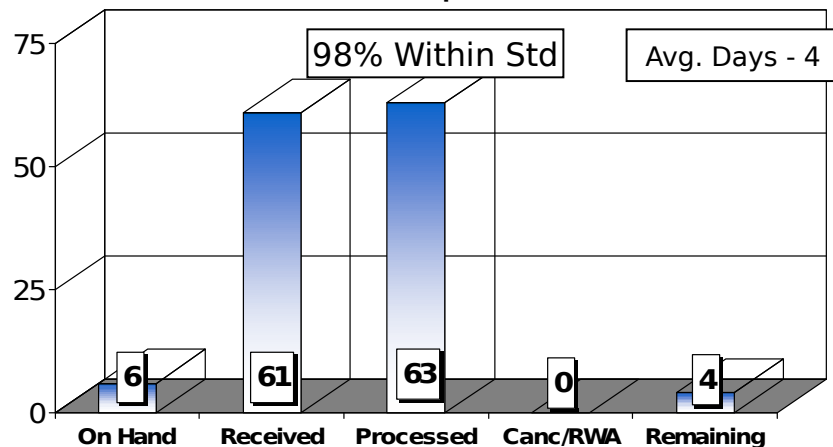
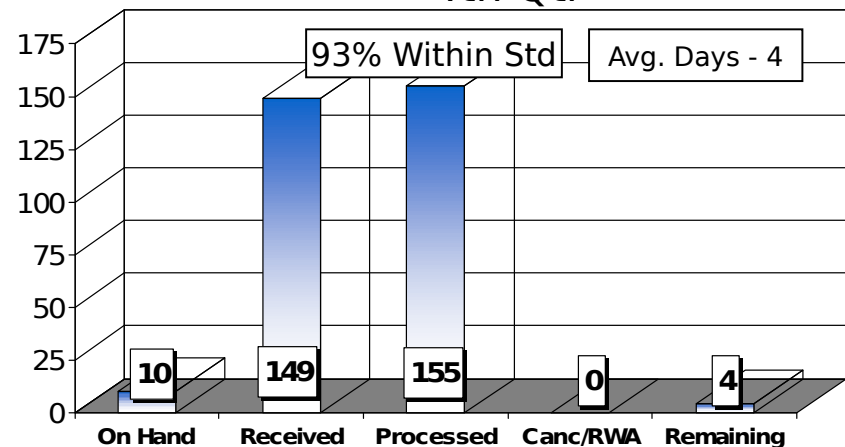
Sep



4th Qtr



ANALYSIS: Non-recruitment actions processed within 5 days of receipt in SSD remained steady at 91%. The overall average time to process actions improved from 5 to 4 days. Volume of actions processed also increased this quarter (from 2360 to 2934).

TOPIC:**Non-Recruitment Actions Processed - Tooele Army Depot****4TH QTR-
FY99****PROPONENT: WCPOC - SSD****ASSESSMENT: Green****STANDARD:** 5 Calendar Days Avg. from Date Rec'd in SSD**Jul****Aug****Sep****4th Qtr**

ANALYSIS: Ninety-three percent of all non-recruitment actions were processed within 5 days of receipt in SSD, an improvement from 90% last quarter. The overall average time to process actions was 4 days. This trend is expected to continue through emphasis on workload management and personnel training.



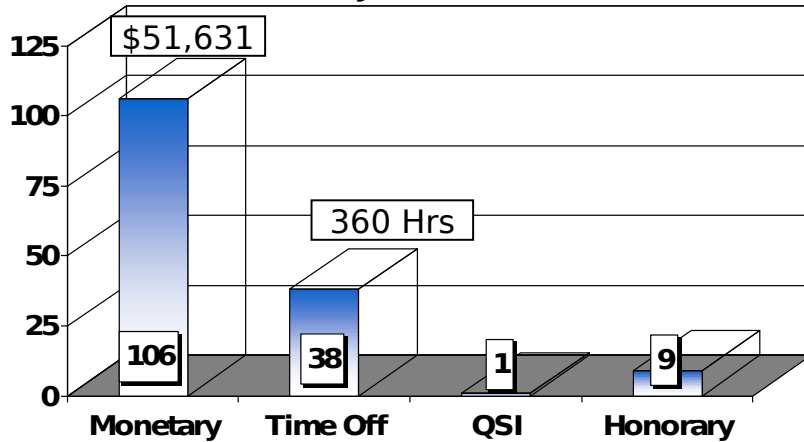
TOPIC:

Awards Processed - Tooele Army Depot

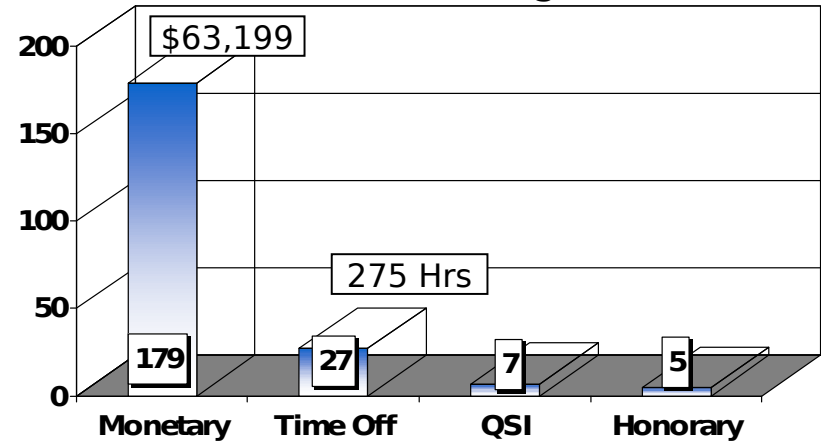
**4TH QTR-
FY99**

PROPONENT: WCPOC - SSD

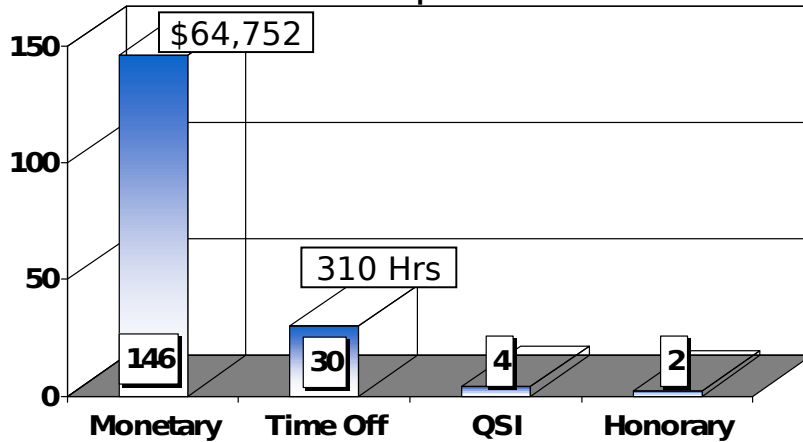
Jul



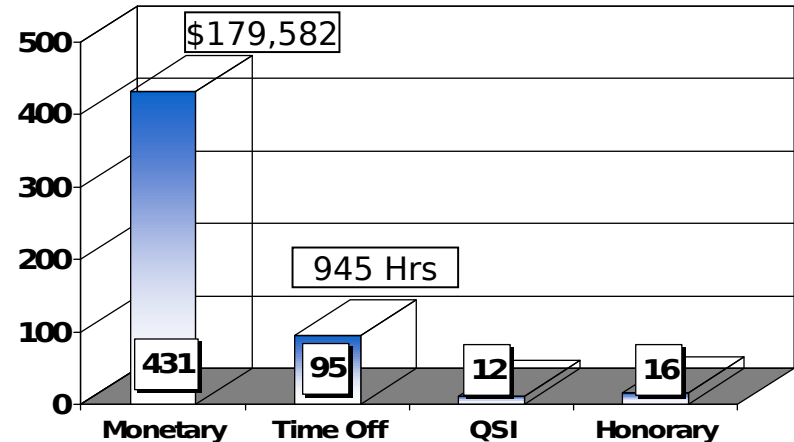
Aug



Sep



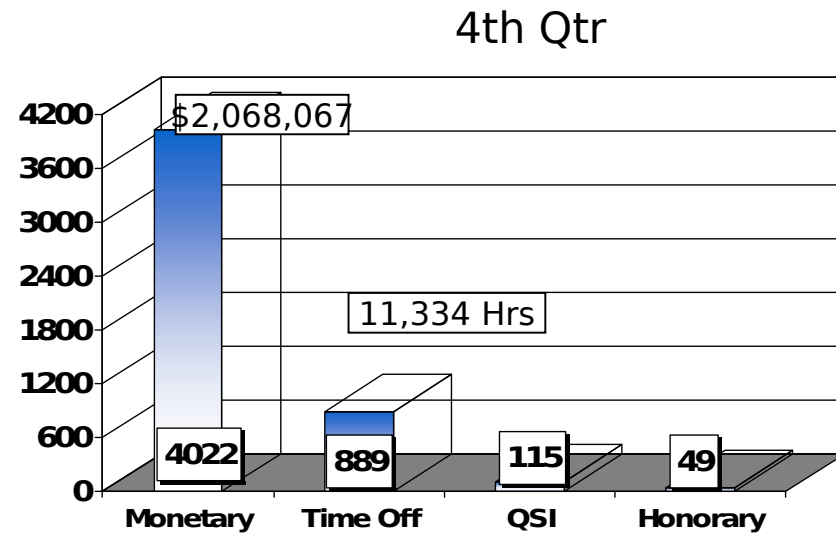
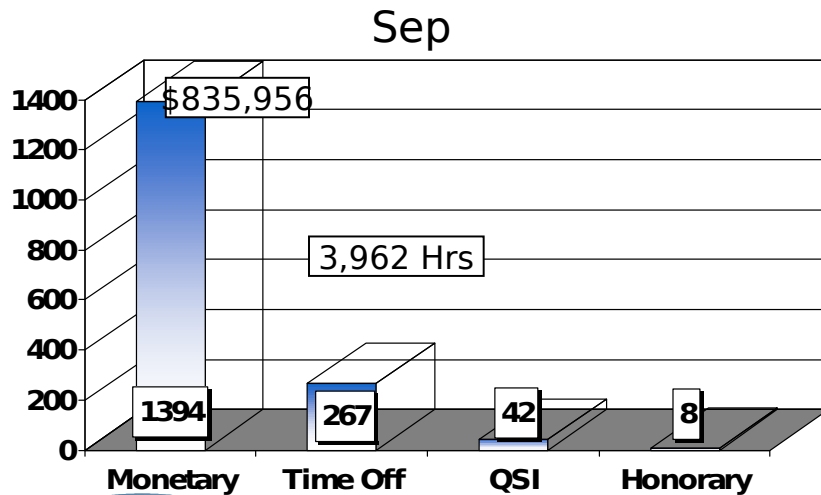
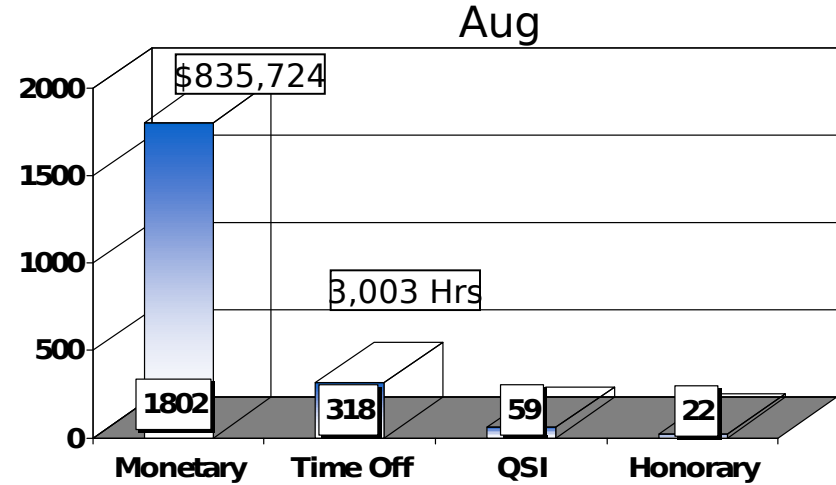
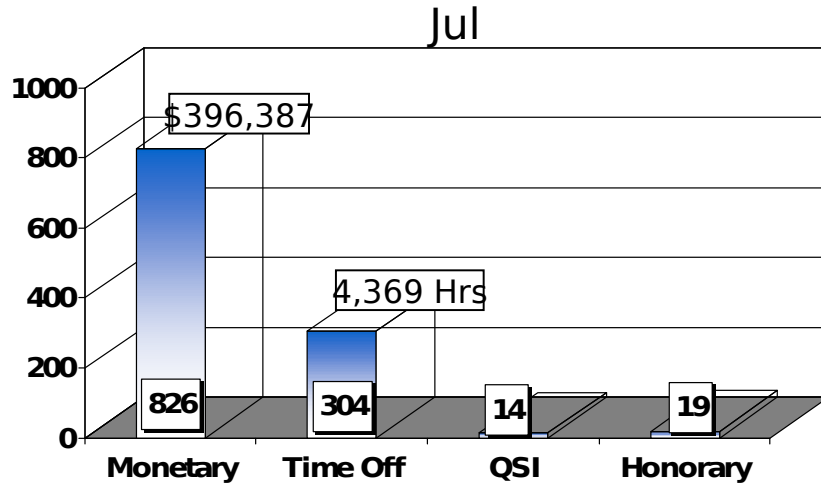
4th Qtr



TOPIC: Awards Processed - All Serviced

**4TH QTR-
FY99**

PROPONENT: WCPOC - SSD

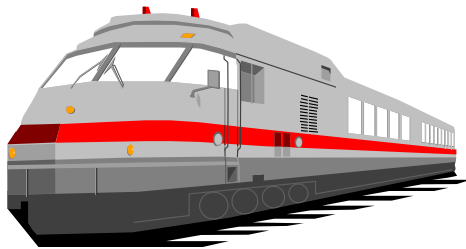


Section 5

Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



TOPIC: Training Requests Processed - All Serviced

**4TH QTR-
FY99**

PROPONENT: WCPOC - HRDD

ASSESSMENT: Green

STANDARD: 7 Calendar Days from Receipt

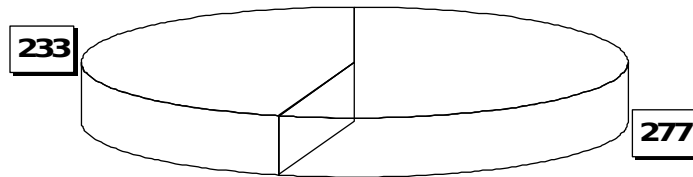


Manual DCPDS

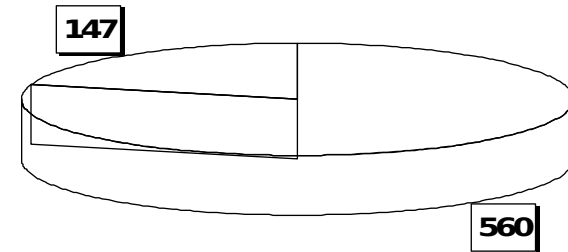


TRAIN FPI

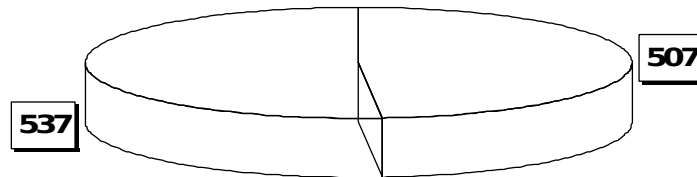
Jul



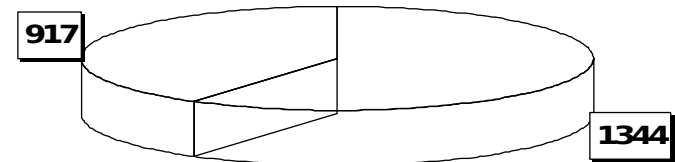
Aug



Sep



4th Qtr



Training Investment: :
\$887,432

Training Hours: 49,255

ANALYSIS: All records of completed training received by the WCPOC were processed within standard. Forty-one percent of training completions were processed using the TRAIN FPI. The CPOC continues to encourage use of TRAIN and has offered to provide additional assistance and training wherever desired.



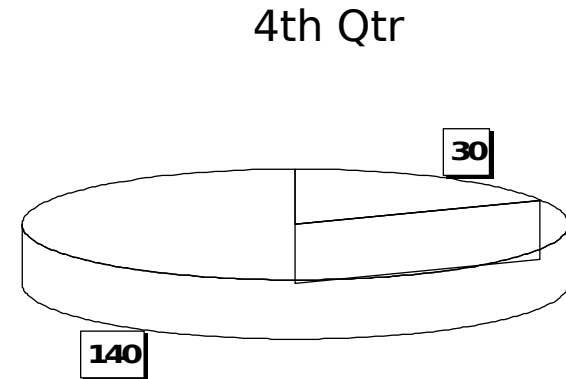
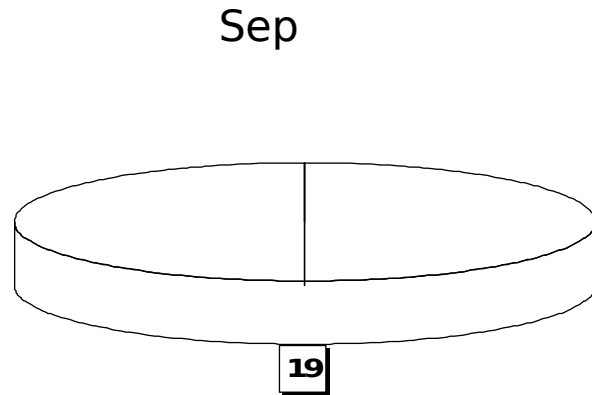
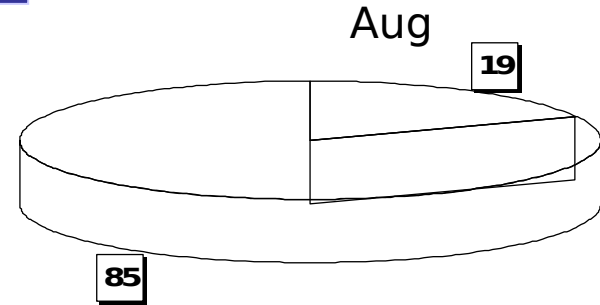
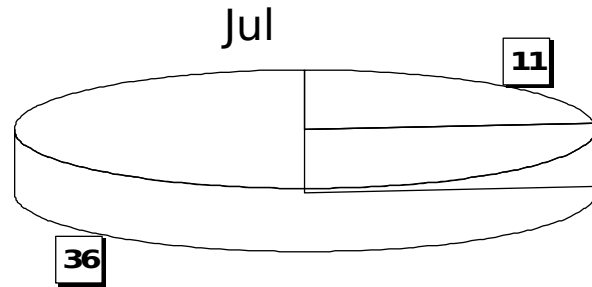
TOPIC: Training Requests Processed - Tooele Army Depot		4TH QTR-FY99
PROPONENT: WCPOC - HRDD		ASSESSMENT: Green
STANDARD: 7 Calendar Days from Receipt		



Manual DCPDS



TRAIN FPI



Training Investment: :
\$19,035

Training Hours: 3,030



ANALYSIS: All training completions were processed within standard. Eighty-two percent of these transactions were processed through the TRAIN

SECTION 6

Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-
Section

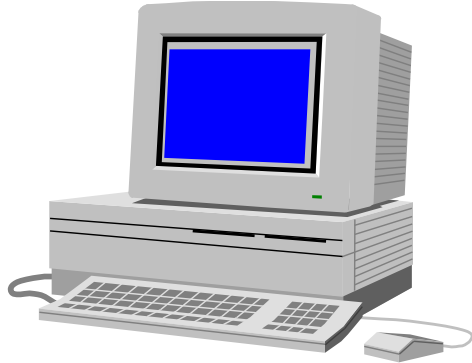
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

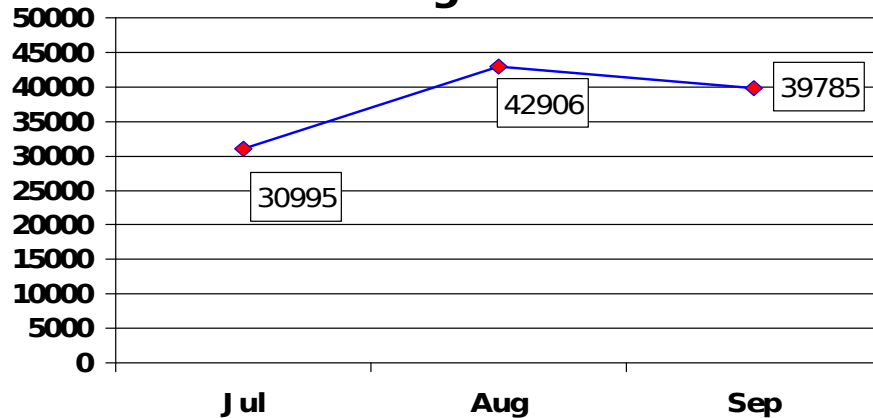


TOPIC: FPI Usage - All Serviced

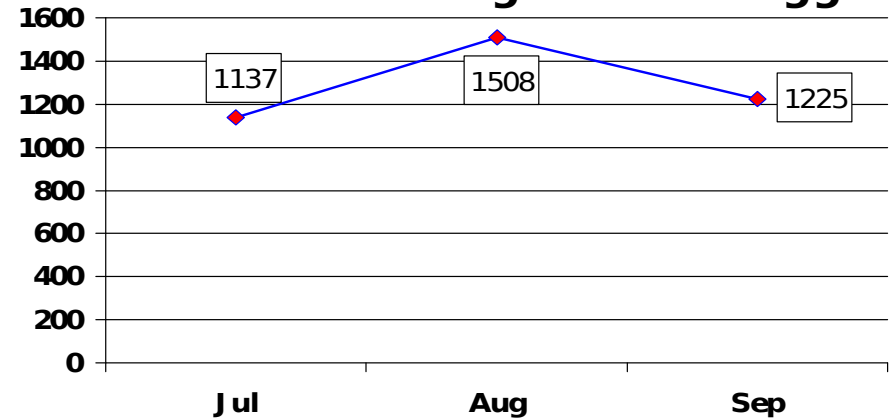
4TH QTR-FY99

PROPONENT: WCPOC-ISD

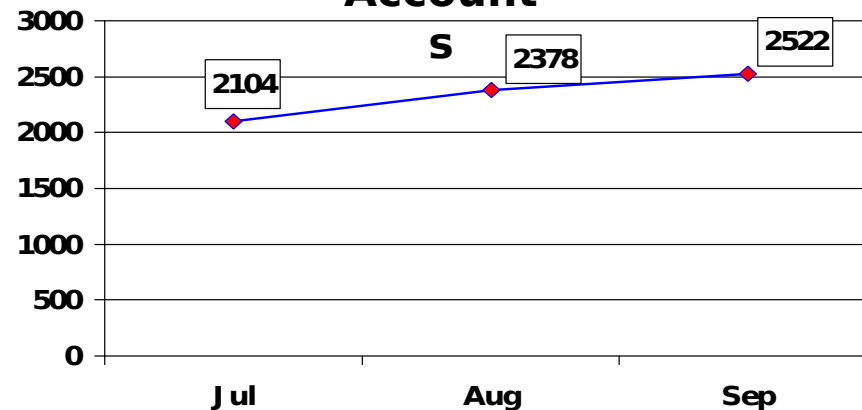
Logins



Number of Managers that Logged In



Account



ANALYSIS: COE South Pacific Division and COE , Portland transitioned this quarter requiring the creation of more than 400 new FPI accounts. Over 600 unused FPI accounts were inactivated, so although the number of FPI accounts increased during the quarter by almost 20%, the total number of accounts decreased from last quarter by over 200. With two new CPACs, the number of Logins increased by about 30%. With the inactivation of unused accounts, the Number of Managers that Logged In increased by more than 60%, with the percentage of Managers using the FPIs increasing from about 32% last quarter to more than 60%.

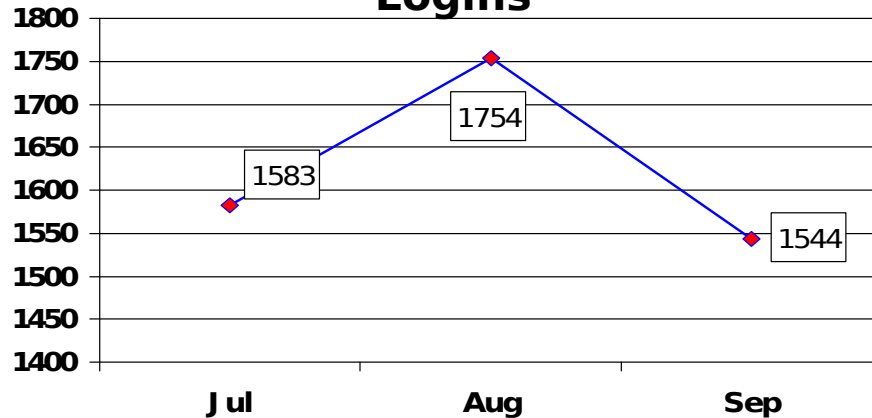


TOPIC: FPI Usage - Tooele Army Depot

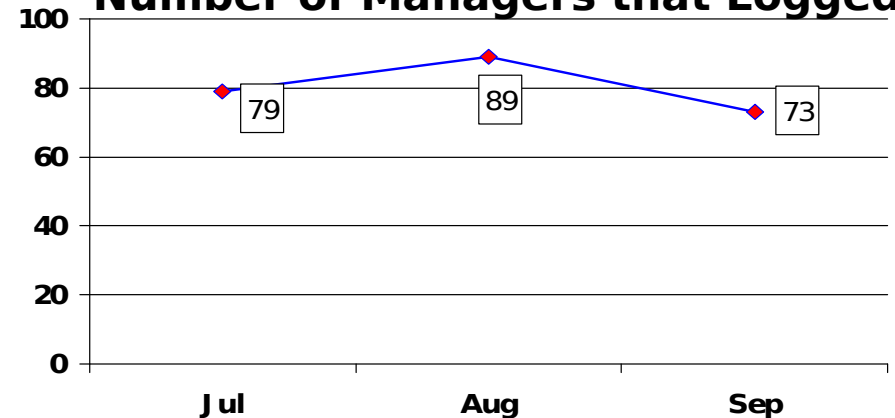
4TH QTR-FY99

PROPONENT: WCPOC-ISD

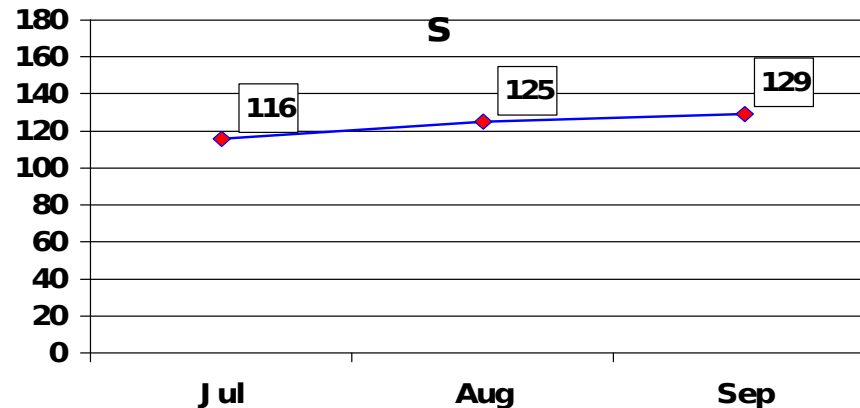
Logins



Number of Managers that Logged In



Account



ANALYSIS: The number of Managers using the FPIs increased significantly from about 34% last quarter to about 65% this quarter.

